



# 2023 PLANNED UNIT DEVELOPMENT SCHEDULE (Amended effective May 1, 2023)

Town of Apex, North Carolina

\*Date changed due to holidays/scheduling

\*\*Decision whether application is ready to go to public hearings is made before TRC meeting date.

(1) Pre-application Meeting with TRC and Neighborhood Meeting Required	(2) Initial Submittal Date <i>Due 12:00 pm</i>	(3) Staff Reviews Submittal for Completeness <i>Due 12:00 pm</i>	(4) Meeting with EAB Required 6:00 pm	(5) TRC Comments Forwarded to Applicant	(6) TRC Meeting Date <i>Time to be Determined</i>	(7) Re-submittal Date for Revised Plans <i>Due 12:00 pm</i>	(8) TRC Comments Forwarded to Applicant	(9) TRC Meeting Date <i>Time to be Determined</i>	(10) Re-submittal Date for Revised Plans <i>Due 12:00 pm</i>	(11) Hold Second Required Neighborhood Meeting & Submit Report <i>Due 12:00 pm</i>	(12) TRC Meeting Date; Decision to go to Public Hearings or Back Through TRC	(13) Published Notice Posted to Town's Website  Planning Board (PB) & Town Council (TC)	(14) Written Notification Mailed  Planning Board (PB) & Town Council (TC)	(15) Planning Board Meeting  4:30 pm	(16) Town Council Meeting  6:00 pm
See #1 below	Jan 3*	Jan 3-4	--	Feb 20	Feb 23 or 24	Mar 3	Mar 20	Mar 23 or 24	Apr 6*	--	Apr 27 or 28; Apr 24**	PB: Apr 24 - May 8 TC: Apr 28 - May 23	PB: Apr 24 TC: Apr 28	May 8	May 23
See #1 below	Feb 1	Feb 1-2	--	Mar 20	Mar 23 or 24	Apr 6*	Apr 24	Apr 27 or 28	May 5	--	May 25 or 26	PB: May 26 - June 12 TC: June 2 - June 27	PB: May 26 TC: June 2	June 12	June 27
See #1 below	Mar 1	Mar 1-2	--	Apr 24	Apr 27 or 28	May 5	May 22	May 25 or 26	June 2	--	June 22 or 23	PB: June 23 - July 10 TC: July 14 - Aug 8*	PB: June 23 TC: July 14	July 10	Aug 8*
See #1 below	Apr 3	Apr 3-4	--	May 22	May 25 or 26	June 2	June 20*	June 22 or 23	July 7	--	July 27 or 28	PB: July 28 - Aug 14 TC: Aug 4 - Aug 22	PB: July 28 TC: Aug 4	Aug 14	Aug 22
See #1 below	May 1	May 1-2	May 18 or June 16	June 20*	June 22 or 23	July 7	July 24	July 27 or 28	Aug 4	Aug 23	Aug 24 or 25	PB: Aug 25 - Sept 11 TC: Sept 1 - Sept 26	PB: Aug 25 TC: Sept 1	Sept 11	Sept 26
See #1 below	June 1	Jun 1-2	June 16 or July 20	July 24	July 27 or 28	Aug 4	Aug 21	Aug 24 or 25	Sept 8	Sept 20	Sept 28 or 29; Sept 25**	PB: Sept 22 - Oct 9 TC: Sept 29 - Oct 24	PB: Sept 25 TC: Sept 29	Oct 9	Oct 24
See #1 below	July 3	July 3-5*	July 20 or Aug 17	Aug 21	Aug 24 or 25	Sept 8	Sept 18	Sept 28 or 29	Oct 6	Oct 25	Oct 26 or 27	PB: Oct 27 - Nov 13 TC: Nov 3 - Nov 28	PB: Oct 27 TC: Nov 3	Nov 13	Nov 28
See #1 below	Aug 1	Aug 1-2	Aug 17 or Sept 21	Sept 18	Sept 28 or 29	Oct 6	Oct 23	Oct 26 or 27	Nov 3	Nov 20	Nov 16* or 17*	PB: Nov 22 - Dec 11 TC: Dec 15 - Jan 9*	PB: Nov 22 TC: Dec 15	Dec 11	Jan 9*
See #1 below	Sept 1	Sept 1-5*	Sept 21 or Oct 19	Oct 23	Oct 26 or 27	Nov 3	Nov 13*	Nov 16* or 17*	Dec 1	Dec 19	Dec 21*	PB: Dec 21 - Jan 8 TC: Jan 2 - Jan 23	PB: Dec 21 TC: Jan 2	Jan 8	Jan 23
See #1 below	Oct 2	Oct 2-3	Oct 19 or Nov 16	Nov 13*	Nov 16* or 17*	Dec 1	Dec 11*	Dec 21*	Jan 5	Jan 24	Jan 25 or 26	PB: Jan 26 - Feb 12 TC: Feb 2 - Feb 27	PB: Jan 26 TC: Feb 2	Feb 12	Feb 27
See #1 below	Nov 1	Nov 1-2	Nov 19 or Dec 21	Dec 11*	Dec 21*	Jan 5	Jan 12	Jan 25 or 26	Feb 2	Feb 21	Feb 22 or 23	PB: Feb 23 - Mar 11 TC: Mar 1 - Mar 26	PB: Feb 23 TC: Mar 1	Mar 11	Mar 26
See #1 below	Dec 1	Dec 1-4	Dec 21 or Jan 18	Jan 22	Jan 25 or 26	Feb 2	Feb 19	Feb 22 or 23	Mar 8	Mar 20	Mar 28-29; Mar 25**	PB: Mar 25 - Apr 8 TC: Mar 29 - Apr 23	PB: Mar 25 TC: Mar 29	Apr 8	Apr 23

- A pre-application meeting with TRC members is required prior to mailing notices for the 1<sup>st</sup> Neighborhood Meeting. Please submit the [Rezoning Pre-Application Meeting Request Form](#) & supporting documents to the Planning Department no later than 5 working days prior to the meeting date.
- Applicant submits PUD-CZ application & PD Plan for PUD as indicated in the application by **12:00 p.m.**
- Staff reviews petition for completeness. Incomplete applications are returned to applicant.
- Applicant is required to meet with the Environmental Advisory Board (EAB) after application submittal. The meeting must occur at least one (1) month prior to the first public hearing notification date in order to maintain the published schedule. To request to be on the EAB agenda, applicants must contact Senior Program Support Specialist Lindley Paynter ([lindley.paynter@apexnc.org](mailto:lindley.paynter@apexnc.org)) at least five (5) working days prior to the desired EAB meeting.
- TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail.
- TRC meeting with applicant. Applicant notified in advance of date and time of appointment.
- Applicant re-submits revised application and/or PD Plan for PUD in response to TRC comments.
- TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail.
- 2<sup>nd</sup> TRC meeting with applicant. Applicant notified in advance of date and time of appointment.

- Applicant re-submits revised PD Plan for PUD and responses to TRC comments.
- 2<sup>nd</sup> Neighborhood Meeting is required to be held in the month preceding the anticipated public hearing date. Neighborhood Meeting Report must be submitted to staff by date indicated.
- 3<sup>rd</sup> TRC meeting with applicant. Applicant notified in advance of date and time of appointment. Decision made to proceed to public hearing or require resubmittal.
- Planning staff prepares and posts legal advertisement on the Town's website for the public hearing before the Planning Board and Town Council.
- Planning staff prepares and mails written notifications to all property owners, tenants, and neighborhood associations within 300 feet of the subject site.
- Planning Board holds a public hearing and reviews petition in order to make a recommendation to the Town Council.
- Town Council holds a public hearing and also considers recommendations from the Planning Board and Planning Staff to make a final decision. **After the public hearing, the Town Council will either vote to continue action on the petition to a subsequent meeting or vote to approve, approve with conditions, or disapprove the rezoning.** Town Council holds a public hearing and will consider recommendations from the Planning Board and Planning Staff in order to make a final decision.